

## **InterAct of Michigan**

**POSITION:**     Office Support     Full - time M-F

**MINIMUM REQUIREMENTS:**    Proven clerical skills and knowledge of office equipment including word processing, data entry, and transcription. Prior transcription experience preferred. Effective customer service, communication and negotiation skills needed along with solid computer skills. Ability to remain focused in a busy environment while managing interruptions is essential.

### **MAJOR RESPONSIBILITIES:**

Work in several office support capacities including; receptionist, handling busy phone lines, data entry, transcription and other office support duties such as filing, mail handling/processing.

As first point of contact greet individuals served and visitors and contact appropriate team or staff member by phone and use of Electronic Health Record system.

Communicate in away that demonstrates respect for persons served and others, and assures their right to privacy and confidentiality.

Provide excellent customer service while maintaining professional office environment.

Apply by email to [merickson@interactmich.org](mailto:merickson@interactmich.org) or mail resume to: M Erickson InterAct 610 S. Burdick, Kalamazoo, MI 49007

**Learn more about the Agency at [www.interactmich.org](http://www.interactmich.org) EOE**